

Minutes of the Transportation Committee

The Transportation Committee of the McLean County Board met on Tuesday, October 2, 2018 at 8:00 a.m. in Room 400, Government Center, 115 East Washington Street, Bloomington, Illinois.

Members Present: Chairman William Caisley Members Catherine Metsker, Don Cavallini, Carlo Robustelli, Mark Johnson

Members Absent: Randall Martin

Other Members Present: None

Staff Members Present: Mr. William Wasson, County Administrator, Jessica Woods, First Assistant State’s Attorney Civil Division, Mr. Eric Schmitt, Administrative Services Director; Ms. Julie Morlock, Recording Secretary

Department Heads Present: Mr. Jerry Stokes, County Engineer,

Others Present: Mr. Luke Hohulin, Assistant County Engineer

Chairman Caisley called the meeting to order at 8:00 a.m. and presented the August 21, 2018 special Transportation Committee meeting minutes for approval.

Motion by Cavallini/Barnett to recommend approval of the August 21, 2018 special Transportation Committee Minutes.
Motion Carried.

Chairman Caisley presented the September 4, 2018 regular Transportation Committee meeting minutes for approval.

Motion by Johnson/Robustelli to recommend approval of the September 4, 2018 regular Transportation Committee meeting Minutes.
Motion Carried.

Chairman Caisley presented the bills for review and approval. Mr. Johnson asked about the stump removal. Mr. Stokes went over the project that involved.

MCLEAN COUNTY BOARD COMMITTEE REPORT

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AS OF 9/26/2018

EXPENDITURE SUMMARY BY FUND

Transportation Committee

FUND	FUND TITLE	PENDING TOTAL	PREPAID TOTAL	FUND TOTAL
0120	HIGHWAY		\$379,687.64	\$379,687.64
0121	BRIDGE MATCHING FUND		\$109,025.43	\$109,025.43
0123	MOTOR FUEL TAX		\$49,728.77	\$49,728.77
0501	TOWNSHIP MOTOR FUEL TAX		\$6,204.67	\$6,204.67
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			\$544,646.51	\$544,646.51


COMMITTEE CHAIRMAN

Motion by Cavallini/ Robustelli to recommend payment of bills as submitted by the County Auditor in the amount of \$544,646.51.

Motion carried.

Chairman Caisley confirmed there were no members of the public to appear before the Committee.

Chairman Caisley presented for action a request to approve the 2019 McLean County Noxious Weed Work Plan. Mr. Hohulin stated that as part of this new State requirement we have to have a comprehensive work plan on file and posted on our website. He stated that we also have to file a weed report with the Department of Agriculture on an annual basis. He stated that to date we have not had any complaints regarding noxious weeds. Ms. Metsker asked if the only weeds we have to take care of are listed in the plan and if we only deal with them when we get a complaint. Mr. Hohulin stated that the State Legislature provides the list, we have listed those in our plan and they are the only ones we have to address. He stated they look for them when they are out working and mowing and address if they see them. Mr. Hohulin said it is the property owner's responsibility to handle the weeds and he would send out letters to road commissioners to report weeds in their areas. Ms. Metsker asked if they were informing the township supervisors because they have county highways through their townships. Mr. Hohulin said yes they would deal with the weeds that occur on the County roads, but they also have to document on the weed report for the County the instances the Township handle.

Motion by Cavallini/Johnson to recommend approval of the 2019 McLean County Noxious Weed Work Plan.

Motion carried.

Chairman Caisley presented for action a request to approve the FY 2019 Highway Department Budget & Five Year Capital Improvement Plan. Mr. Stokes went over the Highway Budget for 2019 and the four tax funds the Highway Department operates from.

He stated the Highway Fund is the general operating fund utilized for day-to-day operations of the Highway Department. He stated that 75% of the revenue for this Fund comes from property tax revenue and the rest comes from commodities sold to townships, reimbursements from the MFT fund for equipment rental or purchases permit fees and Fund Balance. He went over Highway Fund expenses including the across the board salary increase and FTE changes. Mr. Stokes went over supply expenses including gas/oil/diesel fuel and computers. Ms. Metsker stated she was concerned about reduced amount budgeted for gasoline and asked for reasoning behind decrease. Mr. Stokes said he based amount on actual use the last couple of years. Mr. Stokes next went over the service expenses under this Fund including miscellaneous design expenses, design for water service to buildings so they can hook up to city water. Ms. Metsker asked if this would include septic.

Mr. Stokes indicated it would not. He stated they would keep a septic tank and utilize well water for cleaning vehicles. Mr. Stokes indicated a new boiler was needed, upgrades to the well and janitorial services were all paid out of this line item. Mr. Stokes went over Capital Assets that would be paid from this Fund in 2019 including installation of new water system and two construction projects, one in Towanda, and one in Gridley. He also went over the equipment purchases including tandem trucks, tractor, GPS Unit, Message Boards and power brooms. Mr. Caisley asked if the Townships have power brooms. Mr. Stokes indicated they did not. Ms. Metsker asked about engines on pull behind as opposed to other power broom. Mr. Stokes went over engines for both.

Mr. Stokes went over the Bridge Fund Budget utilized for County Bridges, culverts and maintenance projects. He stated this fund is also utilized for Township bridges where the State pays 80% and the Township pays 10% and the County pays the other 10%. He indicated that on joint culvert projects both the Township and County pay 50%. He stated that 70% of revenue comes from Property Tax and the remaining revenue comes from Township bridge fund or general fund balance. He went over the tax rate of \$0.041111/\$100 EAV with an approximately \$40,000 increase from property tax and about \$200,000 from Township Bridge and joint culverts. He went over expenses including engineering and design expenses for 2019/2020 bridges and construction costs for one County and one Township bridge planned in 2019.

Mr. Stokes went over the Matching Fund Budget, which can only be utilized for the County's portion on Federal and Motor Fuel Tax projects. He stated that the revenue comes from General Property Tax and Fund balance. He stated these funds are used for construction and engineering expenses and right of way expenses. He said that for 2019 the plan is to utilize it only for construction. He said they are looking at an approximate \$20,000 increase in revenue for that. He said they are looking at \$2,000,000 out of the matching fund for construction, resurfacing and some cold and place recycling projects.

Mr. Stokes went over the Motor Fuel Tax Fund that is utilized for maintenance, engineering and construction. He said the revenue comes from Monthly MFT Allotments and County Consolidated Program. He said in 2018 they averaged about \$193,200 a month in revenue and project \$194,000 a month for 2019. He said they are looking to get about the same in County consolidated amount that was received in 2018 of \$382,092. Mr. Caisley asked him why they felt there would be an increase in the amount received from State in Motor Fuel Tax. Mr. Stokes indicated that the last couple of years there had been a trend upward. Mr. Stokes went over services and capital assets for this Fund including roughly 1.25 million for maintenance that includes oil and chip, salt, materials for shouldering roads, and design and construction work for construction projects including one in Chenoa. He stated they do not have any federal projects planned for 2019 so majority of construction will come from MFT and matching funds. Ms. Metsker asked if the Chenoa project was the one they had discussed. Mr. Stokes confirmed.

Ms. Metsker asked about 33% decrease in gas service. Mr. Stokes indicated that was based on usage over the past two years. Mr. Robustelli thanked him for presentation and asked

Administration about Administrative Service Surcharge. He stated that it looks like in the Road and Bridge Fund it seemed to be going up 91.5% and wondered why such a sharp increase for this fund that might otherwise go to improved roads and bridges. Mr. Wasson stated that total special fund revenue is about 57,000,000 and the total administrative surcharges that are charged to special revenue funds total 400,000 or less than 1% of the total costs of the special revenue funds. He stated that based on standard operating procedures both State and Federal agencies allow for up to 10% to be taken as administrative overhead without any justification so we are well under those guidelines. He said they spent time reviewing this and in the past, the general fund has paid additional costs that are not paid for by other special revenue funds. He stated that is not an issue until we reach a point where the capacity of the general fund is limited. He said many special revenue funds are driven by grants where administrative costs are not allowed to be applied to the direct expenditure of funds like Motor Fuel Tax, but that does not preclude us from appropriately charging those administrative costs to funds that are provided for through local revenue sources like property tax revenue. He confirmed that this fund is taking on the burden for some of the other special revenue funds of the Highway Department. He said it looks like dramatic increase but we have not appropriately represented costs in the past so we are working to adjust them across the organization. Ms. Metsker asked if a formula could be applied. Mr. Wasson stated that there is not a formula at this time because it is difficult to have one for all funds because departments utilize different administrative services at different percentages. He said they are trying not to depend on general fund. Ms. Metsker encouraged developing some type of metric for this surcharge for each department.

Mr. Robustelli asked for clarification on what was considered a special revenue fund. Mr. Wasson explained they may be from external sources or statutorily designated funds. Mr. Robustelli stated that indirect cost in his experience has been associated with programs that add on to the general operations of an organization. He stated that is justification you have to use if you are negotiating with State or Federal government so not special as far as we are always going to have the Fund because function of what we do, but still considered a special revenue fund. He stated that it does not feel the same as if we are applying for a grant for a certain amount of dollars and would require us to add to the administrative load that we have. Mr. Robustelli stated that he appreciated that administering for the organization takes resources and we have no additional room to bring in additional revenue to fund those resources, but was sensitive to programs to maintain our highway trying to make up for it. Mr. Caisley asked about time spent on health department and if there was an increase in that department. Mr. Wasson stated that yes, there were increases in that department and the same discussion was brought up at the Health Committee meeting. Mr. Wasson went over administrative costs and charges in the Health Department.

Ms. Metsker asked about engineering and design in the MFT fund. Mr. Stokes indicated that increase was for design for Chenoa project. Mr. Wasson pointed out there is a decrease in the Highway Fund to compensate for the increase in the MFT Fund for those design services. Ms. Metsker thanked Mr. Stokes for detail in his report so there were fewer questions.

Mr. Stokes went over the Five Year Capital Improvement Plan. Mr. Robustelli asked if unfunded projects could be added to the Five Year Budget Plan that the Board received. Mr. Robustelli asked if there had been a change in hot mix because a constituent who cycles in the County had asked him about it. Mr. Stokes indicated there has not been a change; however, oil is a little different because over the years, it is refined better and better, which might cause it a difference in how it settles. Ms. Metsker asked about Hudson/Carlock Road project and if that was improved when the wind farm was added. Mr. Stokes indicated that only oil and chip work was done at the time the wind farm went in. Ms. Metsker asked about the Hudson North and specific location of this work. Mr. Stokes went over where that work would take place. Ms. Metsker asked about work on Ropp Rd and Meadows Rd as farmers try to use side of road for access to fields, which is difficult as there is no shoulder and the ditches are very deep. Mr. Stokes discussed those projects. Mr. Wasson stated that when work on these roads is done it would not necessarily improve road side access. Ms. Metsker indicated farmers would like wider shoulders. Mr. Stokes indicated they are not supposed to park alongside county roads to load and unload grain.

Mr. Johnson asked for clarification on resurface, reconstruction and cold in place recycle. Mr. Stokes went over the difference between those three procedures. Mr. Johnson asked about location of project in Downs. Mr. Caisley stated he did not see any projects in ranges 5 and 6 East and asked if there were any being considered. Mr. Stokes indicated there were current and recently completed projects in those areas, but not in 5-year plan because roads selected had more traffic counts. Mr. Caisley asked about possibility of replacing bridges at the same time we are replacing roads. He provided example of Ron Smith Road. Mr. Stokes indicated they would do bridge work first because there would be a lot of construction traffic and then do road portion next year. He said timing also depends on funding. Mr. Robustelli thanked Mr. Stokes for getting the data as to what is going to affect the most people and what is going to be the most cost effective in terms of the way we designate projects. He asked if we could add to the map a color that indicates projects that are not funded, so people can see those projects are on the radar.

Motion by Robustelli/Metsker to recommend approval of the FY 2019 Highway Department Budget & Fiver Year Capital Improvement Plan.

Motion Carried.

Chairman Caisley presented for action a request to approve a Resolution amending the Funded Full-Time Equivalent Positions for FY 2018.

Motion by Metsker/Cavallini to recommend approval of a Resolution amending the Fund Full-Time Equivalent Positions for FY 2018.

Motion carried.

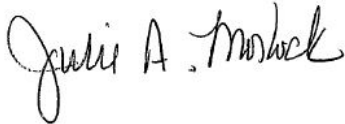
Mr. Stokes went over the position filled at the Highway Department.

Mr. Stokes provided an update to the Committee on the Holders Bridge project indicating the project was complete and bridge open. He went over final numbers and indicated project had

gone over budget because of non-anticipated additional work that was discovered after the project was started. Mr. Stokes provided an update, showed a video and pictures and went over next steps for the Shaffer Bridge project. Mr. Johnson asked when the project would be complete. Mr. Stokes indicated it should be complete by the end of this year. Mr. Stokes provided an update on to the Committee on the Towanda Barnes Road/Ireland Grove Road Intersection project. Ms. Metsker asked about cost to the County for this project. Mr. Stokes confirmed total cost is about \$800,000 with \$400,000 of that from the County.

Chairman Caisley asked if there was any other business to come before the Committee; hearing none, he adjourned the meeting at 9:11 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Julie A. Morlock". The signature is written in black ink and is positioned above the typed name.

Julie Morlock
Recording Secretary